

APPROVED

March 22, 2021
East Kingston Public Library
Zoom Meeting of the Board of Trustees

In Attendance: Conrad Moses, located at 47 Depot Road in East Kingston, NH; Sarah Courchesne, located at 1 Stagecoach Road in East Kingston, NH; Sandra Courchesne, located at 8 Blueberry Lane in East Kingston, NH; Laura Branting, located at 16 Country Lane in East Kingston, NH; Nancy Parker, located at 11 Country Lane in East Kingston, NH; Deb Hobson, Alternate, located at 3 Woldridge Lane in East Kingston, NH.

Tracy Waldron, Director, located at 69 South Road in Brentwood, NH; Zoe Sucu, Assistant Director, located at 149 Giles Road in East Kingston, NH; Aine Cronin, President of the Friends, located at 94 Giles Road in East Kingston, NH; Sherry Castle, Treasurer of the Friends, located at 70 Sanborn Road in East Kingston, NH.

Conrad called the meeting to order at 7:04 p.m.

Review of February Minutes: Motion was made to approve the minutes of February 22, 2021, as presented(Sarah/Sandy-2nd). Each member of the Trustees approved this motion on a roll call note.

Treasurer’s Report: Sarah reported that at the end of February, each line item should represent 17% of the budgeted amount.

Building Maintenance:	7%—this amount does now include janitorial costs.
Media:	14%
Payroll:	13%
Services and Supplies:	18%
Propane:	59%
Electricity:	0%—solar credit+Revision bills quarterly
Programs	27%

The percent of total expenses at the end of February was 14%.

There were no donations in February.

Motion was made to accept the Treasurer’s report (Laura/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director’s Report:

Tracy expressed concern about the conditions of the gardens around the library. While attending a meeting of the Community Engagement group at the elementary school, Tracy and Zoe found out about beautification projects sponsored by the Exeter Garden Club. The Club does have some grants for these projects. Jen Dervan of the Community Engagement group is heading the project and will be applying for the grant. Tracy and Zoe hope to be able to add some raised beds to the property.

On Thursday, March 25th, Ty Gagne will be presenting a virtual program based on his book *The Last Traverse* in which he talks about a rescue mission in the White Mountains.

Tracy attended a meeting with other department heads to discuss the 58 page Employee Handbook created by consultant Paul Deschaine. It was a positive meeting, but the department heads noted that they have employee handbooks for their departments as does the library. Some items in this handbook do not apply to every department. Interest was expressed in the section of how employees accrue and expend "earned time." Tracy noted there will be another meeting on Thursday morning for further discussion.

Tracy suggested that the library return to allowing 5 patrons in the building at one time while following Covid protocols. The members of the Trustees agreed that would be fine if the library staff feels safe. The start date for this change will be April 5th.

Tracy and Zoe attended another Primex program on a professional approach to evaluations. These evaluations should be kept in the library. Currently those files are in the town office. Tracy will ask for those files to be returned to the library. Copies of those files can then be made and sent to town hall if necessary.

Friends' Report: The Friends' Annual Meeting was held on March 11th. Aine Cronin will be the new president. An officers' meeting will be held on March 23rd. Sherry inquired about the possible purchase of the solar panels which were installed in 2018 and must be purchased in 6 years of that date if we wish to have the maximum benefit of the panels. Sarah will provide the Friends with any information that they need for evaluating any commitment they might make to assist with this project. Sherry reported that the revenue from the gambling dates in January was \$2700. Money for landscaping at the library has been approved.

Concern was raised about who is responsible for the necessities being used in the Pound School now that town board meetings are again being held in the building. Tracy will talk to the woman who cleans for clarification, and Sherry can also check with Grace in the Selectmen's Office.

NHLTA Report: Conrad reported that orientations for new trustees will be held on April 24 and June 7 via Zoom. Plans are being finalized for the virtual conference on May 12 and 13. Conrad has agreed to remain on the NHLTA Board to assist the organization in maintaining its list serve.

Town Update: Sarah noted that Grace in the town office is doing an excellent job and has provided all materials and monies in a timely manner.

Sarah completed the MOA. A motion was made to accept this document and to forward it to the Selectmen. Each member of the Trustees approved the motion on a roll call vote. Sarah will check with the Selectmen about approving the document.

Old Business:

Tracy's Evaluation: Sarah will compile and summarize the evaluations submitted by the Trustees and the staff. She will meet with Tracy and get her comments, which she will bring to the Trustees.

Election: The Deliberative Session will be held April 10th at the elementary school. The election is scheduled for May 11th. Sandra Courchesne and Robert Minicucci are running for the two open seats on the Board of Trustees.

Bylaws: The Bylaws-Board of Trustees will be reviewed at the April meeting.

New Business: Tracy noted that we need to hold a book sale as soon as it is safe as there are a large number of books in addition to those in the bookstore.

Policies: Tracy will review the library policies to see which ones need to be updated and report at the next meeting.

Motion to adjourn at 8:05 p.m. (Sarah/Laura-2nd). Each member of the Trustees approved the motion on a roll call vote.

Respectfully submitted,
Sandra Courchesne, Secretary